

<b>Module Title:</b>	Work Placement
<b>Language of Instruction:</b>	English
<b>Credits:</b>	25
<b>NFQ Level:</b>	7
<b>Module Delivered In</b>	<a href="#">7 programme(s)</a>
<b>Teaching &amp; Learning Strategies:</b>	Members of the programme board will operate as placement supervisors; A work programme will be agreed between the placement supervisor and industrial supervisor in consultation with the student; The placement supervisor will monitor the student's progress by maintaining close contact with the student and industrial supervisors; Students will be visited during the placement by placement supervisor(s).
<b>Module Aim:</b>	To provide the learner with the opportunity of applying the knowledge and skills acquired on the programme in a relevant industry. Moreover, it enables participants to establish a relationship with companies and organisations with whom the participants may later gain employment as a graduate
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Apply the practical skills, knowledge and competence acquired on an academic programme within a workplace environment.
LO2	Work as a individual and/or as a member of a team and apply appropriate communication, interpersonal and professional skills appropriate to a workplace environment.
LO3	Evaluate the organisation of the host company, including the operations of various functions and their role within it.
LO4	Assess the operational practices, procedures and policies in relation to their role and functional area within a host company
<b>Pre-requisite learning</b>	
<b>Module Recommendations</b> <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
<b>Incompatible Modules</b> <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
<b>Co-requisite Modules</b>	
No Co-requisite modules listed	
<b>Requirements</b> <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
No requirements listed	

## Module Content & Assessment

### Indicative Content

#### Industry Engagement: Pre-work placement

All work placement opportunities will be assessed in advance by the supervision team to ensure they are suitable for the learner and will be at least 12 weeks in duration. A job description is required, whether the position has been acquired by the learner directly or by the supervision team. Once the work placement opportunity has been approved, the learner can engage in the recruitment process. It will be expected that the learner engage in a professional manner with both the company and their recruitment process and abide by associated policy and confidentiality agreements.

#### Learner Supervision

Learners will be provided with an academic supervisor upon commencement of the module who will support and guide them in the preparatory process. On work placement, the supervisor will maintain contact with the student and will receive a monthly report, signed by the industry mentor. The industry supervisor will guide and support the learner when in the host company and will liaise with the academic supervisor if any issues arise. An industry mentor briefing session will be held prior to the commencement of work placement. This session will brief the mentor on the module deliverables, expectations and build a connection between both supervisors.

#### Industry Engagement: During Work Placement

When on work placement, students are regarded as employees, integrated into the employer organisation and subject to typical employment conditions. Learners are expected to comply with all company policy and procedure and this will be outlined in both the preparatory classes and in the work placement manual that all learners will receive prior to work placement commencement. Concerns and issues raised by either the learner or industry mentor can be brought to the attention of the academic supervisor/supervision team. Learners are expected to engage with weekly minuted progress meetings with industry mentors.

#### Work Placement Deliverables

Learners will be provided with guidance prior to the commencement of work placement (Semester 1) on the completion of report templates. They will have an opportunity to complete a sample with feedback in advance. All submissions will be via the Virtual Learning Platform, Blackboard, and will follow a specific template. The monthly update shall consist of a short reflective report on their experience signed by the industry mentor. As part of the final assessment, the learner shall prepare a final placement report reflecting on their completed work experience signed by the industry mentor and a presentation of same. Details of all deliverables, including templates and submission details will be clearly outlined in the Work Placement Manual. All deliverables are to be compliant with company confidentiality and propriety information regulations. Special Regulation: Learners are required to submit all three work placement deliverables to a minimum standard as outlined in the deliverable brief to pass this module.

#### CV & Interview Preparation

Learners will be provided with support workshops on effective CV writing, cover letters and job application along with interview skills.

#### Work Placement Contingency

Work placement is mandatory on the Level 8 programme and contingency is for exceptional circumstances only. It is expected that the host company provide a suitable work experience in accordance with a job description and that the learner engage in a professional manner as expected from an employee. If there is an issue with work placement such as company closure or job redundancy and the company is no longer in a position to offer the work placement, an alternative solution will be afforded to the learner. This will also apply if a learner must leave or cannot complete a work placement due to exceptional extenuating circumstances and only with written approval by the programme board/supervision team.

Assessment Breakdown	%
Continuous Assessment	100.00%

### Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Other	All learners will be required to submit three deliverables as part of their work placement. The deliverables will provide input on the learners experience 1. A monthly progress report, signed by the industry mentor and reviewed by the academic supervisor on a monthly basis. 2. A final placement report, signed by the industry mentor, reflecting on their complete work experience. 3. A presentation of their work experience to a panel including their industry mentor. All deliverables must be completed to a minimum standard as detailed in the deliverable brief for the student to receive a pass grade.	1,2,3,4	100.00	n/a

No Project

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

**Module Workload**

<b>Workload: Full Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Directed Learning	12 Weeks per Stage	1.00
Independent Learning	12 Weeks per Stage	3.00
Placement	15 Weeks per Stage	38.47
Total Hours		625.00

**Module Delivered In**

Programme Code	Programme	Semester	Delivery
CW_EEAER_B	<a href="#"><u>Bachelor of Engineering (Honours) in Aerospace Engineering</u></a>	6	Mandatory
CW_EFARG_B	<a href="#"><u>Bachelor of Engineering (Honours) in Agricultural Systems Engineering</u></a>	6	Mandatory
CW_EEBEE_B	<a href="#"><u>Bachelor of Engineering (Honours) in Biomedical Electronics</u></a>	6	Mandatory
CW_EESYS_B	<a href="#"><u>Bachelor of Engineering (Honours) in Electronic Engineering</u></a>	6	Mandatory
CW_EMMEC_B	<a href="#"><u>Bachelor of Engineering (Honours) in Mechanical Engineering</u></a>	6	Mandatory
CW_EEROB_B	<a href="#"><u>Bachelor of Engineering (Honours) in Robotics and Automated Systems</u></a>	6	Mandatory
CW_EFARG_D	<a href="#"><u>Bachelor of Engineering in Agricultural Systems Engineering</u></a>	6	Mandatory